

## **Job Description**

### **Music Director and Organist**

**Fort Massey United Church, Halifax NS**

**2018**

#### *Overview of position:*

The Music Director/Organist is responsible for worship music at Fort Massey Church, operating within general guidelines set by the Kirk Session through the Music Committee. The church choir is predominantly an amateur choir.

#### *Duties:*

1. Regular discussion and planning of the service music in conjunction with the Minister.
2. Preparation of service music including choral anthems, hymns, organ pieces and music for piano and/or other instruments as required.
3. Playing the organ and piano and directing the choir for regular weekly services on Sundays and special occasions such as Christmas and Easter, as well as weddings and funerals.
4. Conducting the choir in one 1.5 to 2-hour practice during the week, and an approximate 20-minute rehearsal before each service. Practice on Sunday should not be held within the sanctuary unless it can be completed prior to 15 minutes before the service.
5. Recruiting choir members where possible, including section leads.
6. Prepare junior choir performances periodically for special services.
7. Arranging for occasional accompanists, instrumentalists or visiting musicians.
8. Liaison with the Minister, Session, and Music Committee concerning the role of music in the church.
9. Participation in meetings of the Music Committee
10. Providing information for the printing of musical items in the weekly bulletin.
11. Planning and ordering of new music within the allotted budget.
12. Copying and arranging special music, in compliance with copyright.
13. Supervision of the Fort Massey Church music library and use of the Nova Scotia Choral Federation library.
14. Arranging occasional church-related concerts or special programs as appropriate.
15. Arranging for notification of choir members in the event of cancellations of services or practices.
16. Arranging for a supply organist/choir director when needed.
17. Providing the Minister and Music Committee with a list of names and phone numbers of possible supply organists for emergencies.
18. Liaison with organ technicians and piano tuners to ensure that instruments are regularly tuned (within budget, usually twice per year), and to discuss and supervise any repairs or revoicing of the organ.

19. Providing advice to Session and the Property Committee on the placement of pianos and other portable musical instruments, and on arrangements within the sanctuary for improvement of acoustics for projection of the choirs, organ, and small ensembles.

*Conditions:*

1. The salary will be determined on the basis of qualifications, training and experience.
2. Salary will be paid monthly with the annual rate to be reviewed and set each year.
3. Vacation entitlement is 4 weeks per year with the church paying for the supply organist during Sunday and special services during the vacation period.
4. The Music Director will submit request for vacation days to the Music Committee and Minister, and make arrangements for supply.
5. The Music Director should be present for the major church festivals (Christmas and Easter) and for the preparation of the choir for these events.
6. The choir season lasts from the first week after Labour Day until the last Sunday in June and practices are not held in July and August.
7. In the event of an illness the church will pay for a supply organist for up to two weeks per year. The two-week period is not cumulative and cannot be carried over from one year to the next.
8. Any organ supply required for Sunday services, but not covered by the 4-week vacation entitlement or sick leave, shall be at the expense of the Music Director.
9. Playing for funerals is considered part of the duties of the Music Director and there will be compensation for this. If the Music Director is unable to be present for some funeral services, the Music Director will make arrangements for supply for that service.
10. When the organ is to be used for a wedding, it is expected that the Music Director will normally be asked to play and should accept if possible. The fee (currently \$150) is set by the Kirk Session in consultation with the Music Director. If the Music Director is unable to play, he/she should find a suitable substitute organist. If another organist is requested by the wedding party and the Music Director approves the choice, a courtesy fee (\$50) should be offered to the Music Director for waiving the privilege of playing and for introducing the substitute organist to the instrument.
11. Use of the organ for teaching by the Music Director is encouraged, in consultation with the Music Committee.
12. This position includes a 6-month probationary period.
13. Two month's notice for termination of the church's contract with the Music Director is required by either side.

*Relationships:*

1. The Music Director/Organist will work with the Minister concerning the selection of hymns, anthems and service music and make arrangements for church musical events (e.g. Phantom of the Pipes) and any special concerts.
2. The Music Director/Organist will also work with the Music Committee to develop and work within the annual music budget, to decide on any concert formats and to discuss any need for new music supplies or equipment.
3. The Ministry and Personnel Committee is a vehicle for assisting with relationships within the church community and will conduct an annual review with the Music Director/Organist

*Qualifications:*

1. Experience in the training and conducting of choirs.
2. Ability to play the pipe organ, including elements of the standard and developing repertoire, for church service music (preludes, offertories, postludes) and for accompaniment of hymns, choral anthems and soloists.
3. Ability to play the piano and other similar keyboard instruments.
4. Familiarity with the history and development of Christian church music including both traditional and contemporary music.
5. Formal qualifications such as a degree in music related to the above, are not imperative but will be considered an advantage, as will training in singing and conducting, and ability to play other instruments.

Deadline for application is February 14<sup>th</sup>, 2018.

Please send a covering letter and resumé to the Search Committee, c/o [alisonmcdonald22@gmail.com](mailto:alisonmcdonald22@gmail.com)

*Dated: January 11, 2018 - Final*